

# CIVIL SERVICE COMMISSION WATERBURY, CONNECTICUT

## OPEN COMPETITIVE EXAMINATION FOR: LIBRARY DIRECTOR

Open Competitive Exam #1640  
SALARY: \$80,000 - \$90,000 p/yr

FRINGE BENEFITS: Choose from three available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; Personal Days.

### LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained at the Civil Service Office, must be on file at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 by 4:50 p.m. until a sufficient number have been received.

### IMPORTANT:

1. Veterans – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. Residents – Residency points shall be added in accordance with the amendment to the Civil Service Rules and Regulations. Proper documentation (Civil Service Office Request for Residency Points) must be submitted with application of employment.
- 3.

**EXAMPLES OF DUTIES:** Plans, organizes and supervises the City library system; Plans and administers the library program and supervises the library staff. Submits recommendations on library services to the Library Board.

Carries out policy decisions as established by the Library Board, and acquaints the Library Board with special problems.

Interprets objectives of the library; plans, organizes and coordinates activities. Reviews special library programs and projects.

Assigns and reviews work of all employees through department and division heads.

Makes recommendations for assignments, and transfers of employees in accordance with established procedures. Maintains employee discipline and morale. Conducts staff meetings. Prepares preliminary budget estimates including the Bronson Fund with assistance from the Library Board. Administers the budget of the Library. Reviews and approves library expenditures and purchases including weekly salary payments, books and related materials, supplies, equipment, services, etc. Prepares and presents reports. Supervises library publicity. Keeps informed of current trends and new professional techniques in the library field. Attends professional meeting. Assures that library buildings are properly maintained and necessary repairs are made.

Performs other related duties as required.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Comprehensive knowledge of library science and techniques; comprehensive knowledge of library administrative practices and automated systems; ability to carry out library policies; ability to train and supervise the library staff; ability to establish and maintain good relationships with the Library Board, fellow employees and the general public; ability to participate in the cultural and intellectual activities of the community; ability to speak and write effectively; initiative in making constructive suggestions for improvements in services; tact; courtesy; good judgment; good physical condition.

### **IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT**

**AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:** Five years of management experience in a public library having a minimum staff of twenty-five including professional, sub-professional, and clerical staff. A Master's Degree in Library/Information Science from an American Library Association accredited Library School.

**SPECIAL NOTE:** Three (3) year contract provision by City Charter.

The Parts and Weights for this examination will be determined prior to conducting the exam.

Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

**APPEAL PROCESS:** An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within fifteen (15) days of receipt of such notice.

Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER  
E.O.E. M/F/H/V